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23 April 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM: Acting Chief, FBIS
SUBJECT: Letter of Instruction - Part I

GENERAL

1. All operations relating to the processing of Economic Abstracts prior to reproduction and dissemination are being assigned to the field bureaus as of 1 May. A temporary supply of multilith mats to be used in preparing the abstracts has been forwarded to all bureaus concerned pending receipt of the pre-printed standard outline forms. Initiation of the project in the field is intended to coincide with the liquidation of the considerable backlog which has accumulated in headquarters, after which it is expected that production will remain current at the level of approximately 1,000 abstract cards per week. The backlog has been liquidated.

2. Arrangements are in progress by GSA for a formal easement of a 15-foot-wide strip of land across the West Coast Bureau site to the Sonoma County Flood Control and Water Conservation District. FBID has specified conditions under which the easement could be granted without interfering with its monitoring operation. It has also requested that the District install a connection to within 25 feet of the WCB operations building.

3. The final phase of the Okinawa housing construction program is now complete.

4. Plans are under way for procurement of Magnetic Belt recording and transcribing equipment to replace the present plastic belt embossing equipment at the East and West Coast Bureaus. It is expected the equipment will eventually be procured for overseas bureaus.

5. A Daily Report Supplement was issued on 28 March intitled "World Radio and Press Reaction to the Bermuda Conference."

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EDITORIAL

1. General

a. Writers of field roundups for World Reaction Reports should be concise, avoid lengthy listings and favor generalized observations over the striking or unique. Generalizations should be substantiated by a few representative quotes and major variants from the line noted. It should be remembered that the aim of the reaction report is to find a common denominator of opinion.

b. An agreement has been reached with the BBC on means of indicating deliberate omissions in the processing of "excerpts" for wire transmission. Under the agreement, deletions of one sentence will be indicated by a series of three dots, while more extensive omissions will be signified by the editorial notation: "passage omitted." FBIS also agreed to use the expression "word indistinct," "few words indistinct," "sentence indistinct," "two minutes indistinct," etc. as appropriate, to indicate ellipses due to unintelligibility or illegibility.

c. For the sake of consistency with BBC practice and to resolve certain inconsistencies between FBIS standards and the criteria of official transliteration manuals, a directive has been issued establishing transliteration handbook 50-150-1, and the rulings of the U.S. Board on Geographical Names and the British Permanent Committee on Geographical Names as the FBIS guide for the rendering of all Arabic place and personal names. In the future, FBIS will also abide by the recommended practice of the assimilation of the "l" in the Arabic article "al" before certain consonants.

d. Occasional violations of proper style and procedure suggest the need of bringing the following points to the attention of editors:

- (1) Careful and prompt proofing and filing of corrections will forestall queries from Headquarters.
- (2) Spell proper names uniformly except in exceptional circumstances when an alternative form -- as for example the use of Taiwan rather than Formosa by Communist sources-- may have special significance. News agency variable spellings should be changed to conform to FBIS style.
- (3) Number adds properly, identify the item fully by logo, and note pick up words.
- (4) The second take of two-take items should be labeled "only add."

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2. London Bureau

a. The East European broadcast review is consistently too long for wire and Daily Report needs. Individual items are often discussed in considerable detail when a one-sentence summation would suffice. The review is primarily designed to pinpoint significant material so that the reader, if interested, can get further details by consulting source materials in the report or on the wire. East European comment on international affairs should be given more than summary treatment in the review only when it differs substantially from the Soviet line, or exists in the absence of Soviet comment. When the Satellites merely echo Moscow, it is pointless to describe the reaction at length unless the area-wide volume gives it an importance which substance does not.

b. Editors are commended for their expeditious and efficient handling of Khrushchev's theses on the Soviet industrial reorganization and of the numerous speeches resulting from the Soviet-Albanian talks.

c. The logographs of Home Service broadcasts from bilingual countries should always include the language. For example, the Finnish Home Service broadcasts in both Finnish and Swedish.

d. The increased filing of Voice of the Arabs items on the Arabian Peninsula and Africa is appreciated. Care should be exercised, however, not to excerpt to the point of obscuring the basic sense of the item. The bureau should seek to expand the file of items from Omdurman and Tangier and provide Karachi's English-language press reviews when available.

e. On several occasions, Bureau Editors have inserted the notation "break in transmission" in press copy when it is apparent that the transmitter was merely idling between tapes. The notation should not be used unless it indicates an actual omission or apparent break in continuity.

3. German Bureau

a. It is re-emphasized that the specially authorized routing indicator RUEPSG is to be used only in forwarding the West German Economic Report. Failure to use properly is a source of confusion and embarrassment.

4. Austrian Bureau

a. Expressions of appreciation have come from consumers for the extensive filing of materials from INTERREPORT -OST and for the

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prompt receipt of the lengthy Begovic article published in BORBA. The Bureau is also commended for its comprehensive coverage of the 17th Congress of the Austrian Communist Party.

b. In filing copy intended for RPB only, be sure to use the approved style by indicating "RPB only" on a line by itself immediately following the date time group. Thus: A262320 RPB ONLY. The logo then follows on the next line.

5. Mediterranean Bureau

a. The Bureau's expanded Middle East Roundup is noted with approval. There have been several recent instances, however, when purely subjective interpretations were permitted to destroy the roundups objective balance. Writers are reminded that the function of the roundup is to recapitulate comment and events. The intrusion of the writer's personal interpretation and analysis of the intent behind the propaganda is unwarranted and inappropriate.

b. The Bureau occasionally files a summary or excerpt from a voice or press transmission which contains insufficient information to permit publication without an explanatory note. An item from Damascus in Arabic on March 15 is a case in point. It reported that the Chamber of Deputies approved the report of the Foreign Affairs Committee regarding the bill ratifying the agreement between the Republic of Syria and the Soviet Union, without, however, identifying the agreement. If the entire item, as broadcast, was similarly deficient, an editor's note so stating should have been appended.

c. Some minor errors have been recurrent. In Albanian copy, the designation "acting" often appears as part of an official's title when "deputy" is intended. A recent item, for instance, reported that Foreign Minister Shtylla and "Acting" Foreign Minister Nasse had received the Soviet Ambassador.

In Polish copy, the city Crakow is spelled with c's and not k's, and the word for province is the Anglicized "voivodship," not "wojewodztwo."

Rumanian copy, and particularly the election speeches, has contained Rumanian phrases without translation. Editors are urged to secure the best translation possible, including the Rumanian for doubtful passages. One term usually filed without translation, "plata in acord," means, according to FDD translators, "piece work."

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d. The Bureau is to be congratulated for its excellent FYI's, especially those on the Soviet-Rumanian agreement and the Bulgarian trade union congress.

6. Okinawa and West Coast Bureaus

a. The Bureaus are to be commended for the thoroughness of their coverage of the Indian elections and related events. Several Daily Report consumers informed editors that FBIS was their best and fastest source of information.

7. Tokyo

There is need to reiterate the caution contained in the Letter of Instruction of 21 February that items should not be "briefed" simply because their length makes this device appropriate. Items of general interest and significance, including reports on the actions of national governments, should be filed textually as individual items. KYODO's reports on the Japanese Government's stand on the European Common Market (10 April), on the Cabinet's approval of several ambassadorial and other representatives abroad (12 April), and on Premier Kishi's statement that representation would be made to the USSR concerning the continuation of nuclear tests (12 April) -- all filed as briefs -- are cases in point.

8. Saigon

a. In the daily review of the Saigon-Cholon press the full formal title of each Chinese-language paper should be given the first time it is mentioned. For example, AH CHAU JIH PAO and MAY JIH LUAN ZAN should be given rather than merely AH CHAU and MAY JIH. Subsequent references may be rendered in the short form.

b. Editorializing, as in the 16 April review on the activities of the Cholon press corps, has no place in such a roundup and must be avoided in the future.

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23 April 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM: Acting Chief, FBIS
SUBJECT: Letter of Instruction - Part II

GENERAL

1. Arrangements are under way for the purchase or lease of all land on Okinawa in which the Agency has a long-term interest as soon as cost and acreage data on the Bolo Point "pole rights" easement are received from USCAR.
2. On 21 March, a five-year lease was signed for the Poetzleinsdorf property to be occupied by the Austrian Bureau. The Austrian Oil Administration is assuming a substantial share of the cost of removal from the . It is expected the Bureau will move into its new quarters about 1 June after installation of power and telephone lines. 50X1
3. At the request of Agency consumers, the German Bureau is continuing indefinitely, after a three-month trial period, its scrutiny and clipping service of 35 West German dailies and ten West German weeklies.
4. Radio Propaganda Reports issued during the month included a review of Radio Volga broadcasts, a report on the re-writing of Soviet history, a comparison of Moscow, Cairo and Damascus broadcasts, and a review of Marshal Zhukov's statements on the nature of a future war.
5. The London Bureau completed a general review of recent Sofia broadcasts in Arabic which will be incorporated into a Radio Propaganda Report.

ADMINISTRATION

1. Bureau Chiefs are reminded that their personal leave plans should be cleared with headquarters as far in advance as possible. Forthcoming visits or other business of which they may not be aware may suggest the advisability of changes in plans.

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2. In order that headquarters may have a record of the progress made by enrollees in Agency-financed CREI courses, Bureau Chiefs will hereafter in the section of their monthly Progress Report intitled "Other Personnel Matters," give the name of the student, the number of lessons he has completed and any pertinent comment.

3. Bureau Progress Reports should not contain personal estimates on performance, progress or potential of members of the staff, because of the generalized distribution these reports receive at headquarters. Such comments should be reserved for Fitness Reports of special memoranda.

50X1

4. On 29 April 1957, [] will replace [] as Property and Supply Officer, Headquarters Administrative Staff. [] comes to FBIS from the Fiscal Division, [] will report to the East Coast Bureau as Administrative Officer.

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50X1

5. Certain changes have been effected in the duties of the members of the Administrative Staff. In the future, all matters concerning official travel should be referred to [] and all matters concerning insurance and the Credit Union should be referred to []

50X1

50X1

6. A voucher must be submitted for all travel performed at Government expense even if there is no reimbursement claimed. The voucher is necessary so that Travel Branch may close the account.

7. It is requested that Bureaus submit one carbon copy of all requisitions submitted to Headquarters for processing.

8. Headquarters wishes to thank the Bureaus for their response to the request for colored slides.

9. The following issuances have not previously been reported:

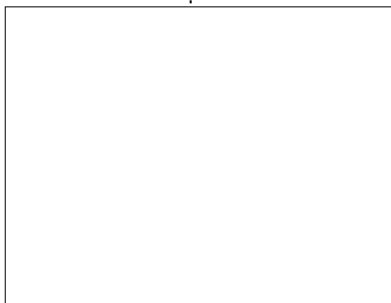
50X1

PERSONNEL CHANGES1. Personnel Entering on DutyAssignment

Teletypist
Editorial Branch

50X1

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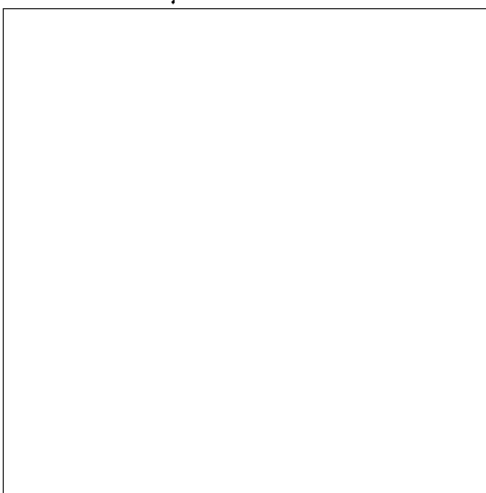
Typist
Editorial Br.

Elec. Tech.
ECB

Editor
Editorial Br.

50X1

2. Reassignments Witin FBIS



From

To

Editor
Editorial Br.

Editor
ECB

Editor
Editorial Br.

Editor
Lon. Bur.

Editor
WCB

Editor
Editorial Br.

Editor
Editorial Br.

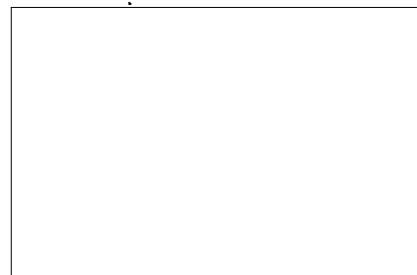
Editor
ECB

Editor
ECB

Editor
Editorial Br.

50X1

3. Transfers From FBIS



From

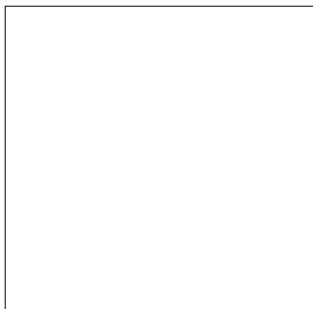
Editor
Editorial Br.

Clerk
Admin. Staff

Clerk
Editorial Br.

50X1

4. Separations From FBIS



From

Teletypist
Editorial Br.

Editor
Editorial Br.

Admin. Ass't.
Tokyo Bur.

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SECRET



Ass't Operations Off.
Field Operations Staff

50X1



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